

Memorandum

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Be energy efficient!*

To: DEPUTY DISTRICT DIRECTORS FOR
ENVIRONMENTAL ANALYSIS

Date: May 21, 2004

File: EMO

From: DENISE O'CONNOR
Chief
Environmental Management



Subject: Submittal of Environmental Impact Reports and Technical Studies to the State
Clearinghouse on Compact Discs

The California Environmental Quality Act (CEQA) Guidelines require that all State agencies submit copies of Environmental Impact Reports (EIRs) and Negative Declarations (NDs) to the Governor's Office of Planning and Research (OPR), State Clearinghouse (SCH) for distribution to other State agencies for intergovernmental review. The SCH requires a minimum of 15 copies of the environmental documents; additional copies must be submitted if there are more than 15 State agencies involved in intergovernmental review.

As of December 1, 2003, the SCH began accepting EIRs and technical studies supporting NDs on compact discs (CD) in lieu of paper copies.

- The 15 CD copies of the EIR must be accompanied by 15 print copies of the executive summary. The file format must be either Adobe PDF or Microsoft Word.
- NDs or Mitigated Negative Declarations (MND) with attached Initial Study (IS) will **not** be accepted on CDs. However, the technical studies that support the IS and ND/MND may be submitted on CDs. If submitting the separate technical studies on CD, include 15 print copies of the IS/ND along with 15 CD copies of the technical studies. The file format must be either Adobe PDF or Microsoft Word.

The SCH reserves the right to request additional print copies of the environmental documents, especially for large infrastructure projects, and will inform the Caltrans district/region of any special request from a responsible or trustee agency for a print version of the document. Submittal of all the required copies of documents on CDs is voluntary; however, the CEQA Guidelines Section 15205, still requires that an electronic copy be submitted to the SCH, if available. (See the OPR website at www.opr.ca.gov/clearinghouse/CD_policy.html.)

c: Gary Winters
Environmental Coordinators
Division of Environmental Analysis Office Chiefs